

To: Community Preservation Advisory Committee

From: Co-Chairs: Senator Tom Sawyer and Mary Ann Gleason

Re: Update on work accomplished related to LD 472/Resolve 73

Date: September 24, 2003

Accomplishments to date:

1. In consultation with CPAC Co-Chairs:
  - (a) formed subcommittee of stakeholders identified in legislation [see attached list] and chose Co-Chairs representing CPAC and stakeholder groups;
  - (b) designed layout for how we would accomplish our work – use of face to face meetings, work groups with ‘homework’ assignments, and exchange of ideas via email.
2. Scheduled four meetings of the subcommittee [and interested CPAC members], including one meeting for a larger group of other interested parties to broaden input and buy-in:

September 26<sup>th</sup> – Augusta  
October 22<sup>nd</sup> – Portland – larger group meeting  
November 12<sup>th</sup> – Augusta  
November 19<sup>th</sup> – Portland
3. Sent letter [see attached] outlining the work plan to subcommittee members.
4. Requested and received funding from MSHA to hire a meeting facilitator and report writer: Frank O'Hara of Planning Decisions.
5. Began gathering information relevant to the substance of the required report – i.e., MSHA information on housing needs, regional reports, related reports from other states/cities/organizations.
6. Developed agenda and designed process for first meeting.